The Commonwealth of Massachusetts
Office of Legislative and Intergovernmental Affairs
Room 280 – State House
Boston, Massachusetts 02133
Phone: 617-725-4020 Fax: 617-727-8136

Mitt Romney, Governor
Kerry Healey, Lieutenant Governor
Cindy Gillespie, Chief

FEDERAL GRANTS POLICY MEMORANDUM

To: Executive Department/Agency Chiefs of Staff

From: Gayl Mileszko (x35204)

Date: DRAFT May 23, 2003

RE: Federal Grants Advocacy Center, Office of the Governor

In an effort to maximize the receipt of federal discretionary grant funds, we have established a new federal grants advocacy center within the office of the Governor. Under the direction of Cindy Gillespie, Frank Micciche, Director of our Washington office, will oversee this effort and Elisabeth Smith, Director of Intergovernmental Communications, will work with your offices to collect information on your federal grant submissions and track the status of individual applications. Our goal is to arrange for timely and direct endorsements by the Governor and, when appropriate, other elected or appointed officials in the state.

Effective immediately, departments and agencies will submit a brief summary of each federal grant application now pending. Summaries are to be provided in the attached format, and may be submitted by regular mail, e-mail or fax to:

Elisabeth Smith, Esq.
Legislative and Intergovernmental Affairs
Federal Grants Advocacy Center
Office of the Governor
State House Room 280
Boston, MA 02133
617-725-4023 Phone
617-727-8136 Fax
elisabeth.smith@state.ma.us

Summaries are not required for formula grants or for grants of less than $10,000.

Elisabeth Smith will be responsible for maintaining the data base of pending grant applications, monitoring the status of reviews, and developing an action plan for the Governor's office. Frank Micciche will be responsible for the development of endorsement strategies and for principal contact with federal offices.

Thank you for your attention and cooperation. Please do not hesitate to contact me or your Legislative Director if you have any questions or comments.